**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Project and Administrative Assistant

**Job Number:** A-264

**NOC:** 1221

**Band:** 5

**Department:** Information Technology

**Supervisor Title:** Associate Vice-President, Information Technology

**Last Reviewed:** February 26, 2019

**Job Purpose**

Reporting to the Associate Vice President, IT (AVP,IT) the Project and Administrative Assistant plays a pivotal role in supporting the Associate Vice President and his team in co-ordinating operational and cyclical tasks related to; Project tracking, budgeting, meeting support, event scheduling, metrics collection, reporting, communication, maintenance of files, and travel.

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**Key Activities**

1. Working with the AVP, IT, to develop appropriate systems to track weekly project activities and to identify projects that need mitigation actions.
2. Track all IT projects weekly and report on progress.
3. Report, monthly and on demand, on the budget progress related to IT projects. Clearly identify any projects that are overspent or in danger of being overspent or underspent.
4. Working with the AVP, IT, develop a semi-annual and annual report on the progress of IT projects.
5. Prepare the monthly package of the IT Steering Committee and ensure that all action items are appropriately tracked and followed-up on.
6. Maintain a record of all IT Steering Committee meetings
7. Manage the Annual IT Project Submission Cycle, the work of the scoring subcommittee, and the compilation of all results.
8. Assist the AVP, IT in the compilation of the Annual IT Work Plans and the distribution of such plans.
9. Assist as needed in all aspects of procurement. Both requisition and receiving including the regular ordering of supplies.
10. Assist the AVP, IT in the preparation of the annual IT budgets.
11. Record and produce formal minutes and ensure follow-up actions are completed for various working groups and committees.
12. Schedules appointments/conferences in order to ensure that all necessary arrangements are made and that all appropriate people are available to meet at the scheduled time and place. Maintains the AVP, IT calendar ensuring all relevant information is entered with respect to efficient scheduling.
13. Co-ordinates efficient, economical travel and accommodation arrangements for the AVP, IT, staff, and guests and/or consultants. Additionally, prepares an appropriate travel package, including; Agenda, copies of tickets, hotel reservations, and car rentals.
14. Prepares travel claims on behalf of the AVP, IT and other staff.
15. Tracks and reconciles expenses and visa transactions.
16. Collects IT metrics and assists in producing or posting these metrics where appropriate.
17. Assist the AVP, IT in executing the necessary communication strategies to ensure a well-informed university community.
18. Supports the operator function for the University switchboard, greets callers, screens and directs calls to the appropriate person or department.
19. Provides external callers with information such as University address, directions to the campus, fax numbers, website, and other related information.
20. Receives and uses discretion in handling confidential, personal, and proprietary information using sound judgment to remain in compliance with all university policies and privacy legislation applicable to the situation.
21. Daily Mail sorting and Package handling
22. Contractor Keys, pegs, long distance Code activate and delete
23. Performs other duties as assigned

**Education**

A postsecondary diploma in Business or Office Administration from a recognized postsecondary institution with Canadian accreditation or its equivalent in knowledge and experience is required.

**Experience Required**

* Three years related experience is required
* Experience in a post-secondary education is an asset
* Experience in writing and communication is an asset